

BIWEEKLY REPORT FOR PERIOD ENDING 29 December 1959
FROM
FORMS MANAGEMENT BRANCH

1. Contributionsa. Tangible

(1) Completed 63 actions requiring the printing of 3,420,952 copies of forms.

(2) Six new and 13 revised forms approved.

(3) Two forms redesignated and 5 forms declared obsolete.

(4) *Destroyed one cubic foot of RECORDS.*

2. Assignmentsa. Active(1) Forms Analysis Projects:

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1	<div style="border: 1px solid black; width: 100px; height: 50px;"></div>	1	2	3
		2	2	4
		2	2	4
		2	2	4
	Totals	7	8	15

(2) ~~Employee Suggestions~~

(2) Information Reports Forms and Systems

25X1
25X1

(3) Revision of Dispatch Form

25X1

(4) Improved Management of Stocked Forms

25X1

(5) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Sheek Sheet Holder

25X1

(6) Forms Management Orientation Seminar

25X1

CONFIDENTIAL

SECRET
CONFIDENTIAL

2

(7) Revision of Form 30, "Request for Approval of Form" [] 25X1

(8) Computer System Forms for RCA-501 [] 25X1

(9) Survey of all forms under the new numbering system not ordered for eighteen months or more [] 25X1

The survey of 560 forms is now 64% complete, To date 44 forms have been declared obsolete.

(10) Survey of all forms of other Government Agencies not ordered for eighteen months or more [] 25X1

The survey of 168 forms is now over 88% complete. To date 7 forms have been declared obsolete.

(11) Capabilities Report (Joint CS-JCS Plan Form) [] 25X1

Coordination has been completed, New format has been submitted to FMB.

(12) [] 25X1

Proposed format is being coordinated with Training.

b. Inactive

(2) New Building Site-Systems, Forms and Badges [] 25X1

(1) Pseudo-Crypto Request Form [] 25X1

(3) Forms Management Round Table [] 25X1

3. News

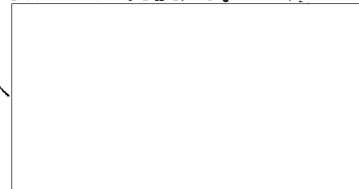
25X1 a. [] is on leave.

~~b. Destroyed one half cubic foot of records.~~

b. Dispatched Numerical and Functional Code Indexes to all offices requiring same.

c. Forwarded two lots of material to Vital Materials storage.

25X1



CONFIDENTIAL

SECRET